

# **FRISCO HIGH SCHOOL BAND BOOSTER ASSOCIATION, INC.**

## **STANDING RULES**

The objective of this document is to govern the day-to-day workings of the Frisco High School Band Booster Association. Standing rules should contain only such rules that have been adopted by the board and do not require previous notice by a majority vote of the parent association. Our purpose, as boosters, is to support every student in the organization as a whole.

### **ARTICLE I – ADOPTION OF DOCUMENT**

Section 1 – The Standing Rules will be reviewed annually by a committee led by the Vice President prior to the end of the school year. The new incoming Board will adopt or amend the Standing Rules during their first meeting.

### **ARTICLE II – MEMBERSHIP AND DUES**

Section 1 – Membership in the Association is inherent to the parents and/or the guardians of students who participate in the Band or Color Guard Program.

Section 2 – Voluntary donations are accepted at any time.

### **ARTICLE III – OFFICES AND DUTIES**

#### **President shall:**

- Preside at all meetings of the Board and Association.
- Confirm that a quorum is present before conducting any business at any meeting of the Association.
- Perform such other duties as may be assigned to him/her by the Board and/or Association.
- Be the direct liaison between band staff, band board and other FHS organizations.
- Preside over the work of the other Board members and Committees in order that the objectives of the Association may be followed through.
- Have signing authority for all contracts and checks executed on behalf of the Association.
- Be responsible for obtaining director approval for all band functions.
- Perform other duties including, but not limited to, assist treasurer with budget, band poster, etc.
- Have previous band board experience to serve as president. This requirement may be waived if there is not an eligible candidate.

**Vice President of Membership shall:**

- Act as an aide to the president.
- Preside over any Band Booster function in the absence of the president.
- Ensure that all volunteers have passed the Fisd background check.
- Lead Senior Night Committee (consisting of parents of seniors.)
- Annually review the By-laws and Standing Rules and propose amendments as needed.
- Provide pink ribbons to students for Pink Out the Park event
- Perform other duties as requested by the Board.

**Secretary shall:**

- Record and maintain the minutes and attendance records for all meetings of the Board and Association.
- Keep all minutes on file for 5 years.
- Ensure minutes are distributed to the Executive Board in a timely manner.
- Have a current copy of the Bylaws at all meetings.

**Treasurer(s) shall:**

- Be responsible for all financial matters of the Band Booster Association including budget, deposits, tax preparation, paying band booster invoices and will have check signing authority.
- File sales tax reports, prepare and file all tax forms, secure form W-9 from providers at the time of services as well as issue form 1099 to qualifying vendors and file appropriate information return with IRS.
- Check black box and PO Box on a regular basis.
- Retain possession of all books for five years and prepare financial reports for each meeting.
- Collect, count and deposit any monies at fundraising events.
- Be responsible for other duties, such as, issuing receipts for donations, management of student accounts, maintaining records of trip payments, recording registration payments, issuing invoices, and following up on outstanding accounts.
- Ensure that two Association members sign all deposits from fundraising events including concessions.
- Ensure that two signatures are on all checks over \$500.00, with the signatures being from different households, e.g., co-treasurers that live in the same house may not both be check signers.
- Submit books to the Financial Reconciliation Committee as requested.
- Assume duties of office upon start of the fiscal year.
- Transfer all records to incoming Treasurer within 15 days of end of fiscal year.
- Have only one vote even if position is shared by two people.

**Vice President(s) of Fundraising shall:**

- Preside over all Committees or Activity Chairpersons involved in fundraising.
  - Fundraising, Marketing, Advertising and Promotion
  - Events Fundraising
  - Concession Stand Managers
  - Fund Raising Volunteers
  - Other committee chairs as needed
- Have only one vote even if position is shared by two people.

**Volunteer Coordinator(s) shall:**

- Be responsible for recruiting volunteers as needed to serve at band functions such as game/competition chaperones, concession staff, hosting UIL events, and various other activities.
- Assist other band officers in recruiting Committee Chairpersons, Coordinators, and any other volunteer needs.
- Have only one vote even if position is shared by two people.

**Band Services (Food and Socials) shall:**

- Coordinate meals and snacks as agreed upon by band staff and band board including, but not limited to, pre-game/competition meals, game/competition snacks, and meals/snacks for other events.
- Be responsible for special events hosted by FHS such as All-Region competition, Solo/Ensemble competition and UIL competitions, volunteers and hospitality rooms as needed.
- Plan and coordinate band team events such as band banquet, end of band camp party, etc.
- This volunteer will have check signing authority for procuring band service necessities.
- Have additional appointed non-voting assistants.

**Historian shall:**

- Maintain Band Website photo galleries capturing memories from all Marching and Concert Band activities. These include but are not limited to summer band camp, football games, competitions, parties, march-a-thon, service projects, senior night, spring band trip and band banquet.
- Coordinate production of the annual marching band poster (pictures, design, printing and framing)
- Create a slideshow for Band Banquet capturing memories from throughout the year
- Coordinate and create a Senior tribute slideshow for band banquet
- Coordinate Band Banquet photos at venue and post to a Website gallery for access by students

### **Past President shall:**

- Serve as a non-voting member of the band booster board to assist the president as needed.

### **Committee Chair Positions**

The board will also fill the following volunteer positions. These positions do not sit on the Band Booster Executive Board but work closely with one or more of the Board members, executing the various duties. Committees must be approved by the Executive Board.

- **Fundraising Marketing, Advertising and Promotion:** This volunteer is passionate about marketing and has the background and experience to drive the Frisco Band Boosters marketing campaigns for all fundraising events. Online marketing, social media, print media, mobile marketing, email campaigns, and traditional banners, signs and flyers are second nature to this highly creative person. This can be a shared position.
- **Events Fundraising:** This volunteer is a great organizer of community events. This person owns responsibility for all Frisco Band Boosters event fundraising. Restaurant Spirit nights, cake auction, Sweet Shoppe, and other gatherings where funds can be raised for the band while also encouraging interaction between band staff, parents and students are the mainstay of this volunteer. This can be a shared position. Other fundraising support needed as opportunities become available.
- **Concession Stand Manager:** This volunteer steps up to manage the concession stands at home Football games located at stadiums designated by Frisco ISD. Working with the concession stand host school, Frisco ISD and the Band Booster Board, this person helps ensure that the Boosters maximize profit from concession stand sales, while providing a level of organization and coordination of stand volunteers to allow a smooth concession operation that meets any Frisco Health requirements and serves guests to the stand in an efficient and courteous manner. We also do concessions at other stadiums. This can be a shared position.
- **Fundraising Volunteers:** These volunteers are the core of the fundraising program's success. Volunteers chose what they would like to help out with based on their time and schedule. Fundraising volunteer opportunities include concession stands, car raffle ticket selling, sweets and cake making, marketing, advertising, and promotion creation, event logistics and support, and other fundraising assistance as new opportunities to raise funds arise. These volunteers make it happen and ensure that the Band Boosters meet or exceed fundraising objectives.
- **Color Guard Liaison:** This volunteer will work to improve coordination of all Color Guard activities. This can include but not be limited to communicating events, planning/serving meals and travel needs for Color Guard.
- **Percussion Liaison:** This volunteer will work to improve coordination of all Percussion activities. This can include but not be limited to communicating events, planning/serving meals and travel needs for Percussion students.
- **Jazz Liaison:** This volunteer will work to improve coordination of all Jazz Band activities. This can include but not be limited to communicating events, planning/serving meals and travel needs for Jazz Band.
- **Pit Crew Liaison:** This volunteer will work with the band director to build props needed for the show. They will also oversee the loading and unloading of instruments and

equipment from the truck for rehearsals, football games, and marching competitions. They may also need to repair props or equipment when possible.

#### **ARTICLE IV – BOARD OF DIRECTORS AND THEIR ELECTION**

Section 1 – Nominating Committee: The Nominating Committee will consult the Band Staff in an advisory capacity. The Nominating Committee shall be given a list of board positions, duties, and recommended qualifications for their use in filling the slate of candidates. The Nominating Committee must be in place by March 1st and submit a slate of officers to the general membership at least two (2) weeks prior to the General Election Meeting which will be an all parent activity in April or May. Following the report of the nominating committee at the General Meeting, an opportunity shall be given for nominations from the floor.

Current board members will express their interest of position for the next year to the nominating committee.

Board Interest form will be sent to all parents.

Section 2 – Each Board member shall maintain an accurate and detailed description of their role and/or function. This record shall document, but not be limited to, events, plans, contacts, and resources. All materials shall be delivered to their successor within fifteen (15) days following the date at which their successor assumes their duties.

#### **ARTICLE V – MEETINGS AND VOTING**

Section 1 – The Board agrees to meet at least three times a year. Board meetings will be scheduled with at least one week's advance notice to Board officers and Band Staff. Working meetings may take place without the above requirements; however, no voting shall take place.

Section 2 – Voting at regular business meetings is the preferred method for making Board decisions. Other voting methods, such as email may be beneficial for expediting urgent business items. However, care must be taken to maintain the integrity and validity of such voting and should include the following guidelines:

- Robert's Rules of Order generally apply for voting outside a regular Board meeting, i.e., someone should be able to request a discussion of the proposed vote, or request that the proposed vote be deferred to the face-to-face meeting, etc.
- Failure to respond to a vote request made outside of a regular Board meeting (e.g., an e-mail or phone call) shall not constitute a vote.
- A vote cannot be considered closed until the resolution has either been passed or rejected by a simple majority of votes of all officer positions (a quorum cannot be determined in a non-face-to-face situation).
- When more than one person holds a board position, that position will only be allowed one vote.
- Voting results shall be published when the resolution is declared as passed or rejected.

#### **ARTICLE VI – BUDGETING AND EXPENDITURE AUTHORITY**

Section 1 – The Board shall approve the budget prior to the first Parent Meeting of the current budget year and at such times as changes are necessary.

Section 2 – The Board shall endeavor to forecast revenue from various fundraising activities and shall keep such forecast as accurate as possible throughout the year.

Section 3 – The Board, in association with the Band Staff, shall forecast major expenditures such as trips so that planning for such expenditures shall be included in the budget process.

Section 4 – The President may appoint individual members of the Board to be responsible for and champion individual line items of the budget to carry out their assigned areas of responsibility.

Section 5 - This Association shall not reimburse sales tax unless the Board gives prior approval for the exception. Any member making purchases on behalf of or for this Association shall use the tax exempt form.

Section 6 - This Association shall obtain at least three (3) bids when making any large purchase unless the item is a specialty item and there is but one vendor for the item.

### **ARTICLE VII – AMENDMENTS**

Section 1 – This document may be amended by a majority vote at any General business meeting.

### **ANNEX I**

FHS Band Booster Standing Rules were reviewed, amended, and approved on May 12, 2016.  
FHS Band Booster Standing Rules were reviewed, amended, and approved on August 8, 2017.  
FHS Band Booster Standing Rules were reviewed, amended, and approved on July 24, 2018.